**Angelina Smith**

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**Career Objectives** :

To attain the position of a disaster recovery analyst and guide the organization on ways and methods to prevent and overcome challenges, pressures and uncertainties.

**Key Skills** :

* Excellent decision-making abilities that help analyze a situation and provide feasible solutions promptly
* Competent in technical aspects of disaster recovery analysis
* Proficient with BCP simulation, business impact analysis and standard tools required in the process of recovery
* Ability to communicate effectively and efficiently
* Highly skilled at managing multiple tasks simultaneously
* Brilliant logic building and problem solving skills

**Work Summary** :

**Disaster Recovery Analyst**

Seven Star Services Inc, New York

Since March 2013

Responsibilities :

* Identify the low performing areas of the organization and conduct a root cause analysis of the same
* Conduct gap analysis to determine the levels of variations between the planned efforts and current state of activities
* Plan and implement remedial measures to overcome the deviations and bring the projects back on tracks
* Plan and conduct training sessions for members on disaster recovery ways and methodology
* Undertake corrective measures to bring on track the failed projects, system and functions

**Disaster Recovery Analyst**

Vibrant Multi Solutions Inc, New York

January 2011 - March 2013

Responsibilities :

* Supervise all the aspects of disaster recovery process and verify its smooth functioning
* Study the different business projects and systems and predict the level and nature of probable risk
* Coordinate activities with data and systems security analyst to ensure safe maintenance upkeep of organizational data, systems, departments, projects etc.
* Perform the necessary evaluations, analysis and calculations to predict the uncertainties in execution of business functions.
* Prepare a comprehensive plan considering DR plans of all departments.

**Educational Qualifications** :

* Completed Bachelor's Degree in Computer Science from St. John's University, New York in the year 2009
* Completed Diploma in Disaster Recovery Management from St. John's University, New York in the year 2011

**Achievements** :

* Awarded best student of the year from St John's University, New York in the year 2009 for scoring highest grades in that academic year

**Reference**:

Will be provided on request.